





## Determining Your File Server and Home Directory Path

### Finding Your Home Directory Path

There will be times when you're completing your work on the CD Data Network (CGDN) and in order to accomplish basic network tasks, you must first know your file server's name and the complete path to your Home Directory (U: Drive or My Documents location on the server). The file server referred to in this job aid is the server on the CGDN that houses your U: (Home or My Documents) and Z: Drives. This job aid will show you how to determine the location and name of your file server as well as the full directory path to your U: Drive.

Step	Action
1.	<p>On the <b>Desktop</b> open <b>My Computer</b> (double click on the icon). Example of what the My Computer icon looks like on the desktop:</p>  <p>Where <b>kmthayer</b> is the username who is logged in to the network and <b>D11MW-WTRPE6265</b> is the name of the computer the user kmthayer is logged on to.</p>
2.	Select the menu <b>View &gt;&gt; Thumbnails</b>
3.	<p>Find your <b>U: Drive</b> under the section heading of <b>Network Drives</b>, which should look something like the icon below:</p>  <p>Home on 'D11ms-wtrpefp02\Users1\KMThayer' (U:)</p> <p>Note: This is also referred to as the <b>Home Drive</b> and your <b>My Documents</b> are stored in this location on the network server.</p>
4.	<p>Click once on this Home (U:) icon. Then click once again on the text below the icon so that it is highlighted in blue as shown below:</p>  <p>Copy the information found after <b>Home on</b> between the single quotes (don't include the quotes in this copy). In this example you would copy the following text: <b>D11ms-wtrpefp02\Users1\KMThayer</b></p>

5.	<p>In the <b>Address</b> Bar near the top of the window type: \\ (2 back slashes - found on key above the Enter key).</p> <p>Then paste the rest of the information you copied between the single quotes in step 4. After you finish, it should look something like this:</p>  <p><b>Note:</b> This complete path is referred to as your “user share”, Home Directory, U: Drive (where My Documents is stored). The first section between the double backslashes and the first single backslash is the File Server Name.</p> <p>In this Example it has been determined that the file server name for this user is: <a href="#">D11ms-wtrpefp02</a></p>
6.	<p>Your “user share” or the complete path noted in the address in the <b>Address</b> bar in step 5 above can be accessed from a variety of programs.</p>